



Idaho
Commission
for Libraries

TALKING BOOK SERVICE
IDAHO COMMISSION FOR LIBRARIES

Toll free: 1.800.458.3271

Boise area: 334.2150

Fax: 208.334.4016



INSTITUTIONAL AGREEMENT

Persons who use this service must have a visual and/or physical handicap or reading disability. Materials and equipment are for eligible patron use only.

As The Responsible Party:

- I certify that this service will be used by eligible patrons.
- I agree to check out at least one audio book per year and to return books within 4 weeks.
- I agree to take care of loaned materials.
- I agree to notify the Talking Book Service should I leave this position.
- I agree to be responsible regarding the policies included with this form.
- I request ____ players.

Please print and sign two copies of this agreement and mail or fax to:

Talking Book Service, Idaho Commission for Libraries 325 W. State St. Boise, ID 83702
One authorized copy will be returned to you.

Name of Institution		Phone Number
Street Address		E-mail address
City	State	Zip Code
Name of staff member responsible for the service (Please print) Title		
Signature: staff member responsible for the service		Date
Signature: Director/Administrator of Institution		Date

PLEASE LIST USERS (Use back of page if necessary)

Name

Birth date

Disability

PLEASE LIST ADDITIONAL USERS

<u>Name</u>	<u>Birth date</u>	<u>Disability</u>
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TBS Use only

Talking Book Service Authorized Staff signature

Date

Talking Book Service (TBS)

Loan Guidelines

2014

The following guidelines are based on the National Library Service Network Library Manual and govern the circulation of materials and equipment to eligible blind and physically handicapped persons who are registered with the Idaho Talking Book Service. Users accept responsibility for using borrowed materials with reasonable care and for returning them to the Talking Book Service. Violation of these guidelines may result in suspension of some or all services.

1. PATRON STATUS:

A. ACTIVE STATUS:

To remain active, users must borrow at least one book per year OR subscribe to at least one magazine provided through the service.

B. CHANGE OF STATUS:

Users must notify the Talking Book Service of address changes, a desire to cancel the service, and temporary or permanent service transfer to another state.

2. MATERIALS LOANED:

A. FORMATS:

Audio books, magazines, and descriptive movies on VHS and DVD are loaned free to eligible registered users. The Talking Book Service keeps records of all loans. Braille books are available through the Utah Program for the Blind and Disabled; this agency tracks Braille loans.

B. EQUIPMENT:

Equipment necessary to listen to audio materials will be loaned as long as the user meets National Library Service eligibility requirements and is using the equipment to listen to materials provided by the Talking Book Service. Materials received from sources other than the Talking Book Service do not qualify for continuance of service.

Playback equipment needing repair must be returned to the Talking Book Service. A replacement will be provided upon request. Users should not attempt to repair the playback equipment or replace the battery.

C. SHARING MATERIALS:

Users may **not** lend Talking Book Service materials or equipment to other persons.

3. CIRCULATION:

A. Number of titles loaned:

The following list outlines the maximum number of titles each user can request by format. Once a user reaches the established maximum number of titles, no additional titles will be sent in that format until outstanding titles are returned. A user may request a change in the number of titles received at any time, up to the maximum.

- Audio books: Unlimited
- Descriptive movies: 2
- Magazines: Unlimited

B. Loan periods:

- Audio books: 4 weeks with one 2-week renewal
- Descriptive movies: 2 weeks with one 1-week renewal
- Magazines: 2 weeks

C. Overdue Materials:

Users are urged to return materials promptly so they can be circulated to other patrons.

D. Returning Materials:

Materials can be returned free via the United State Postal Service using Free Matter for the Blind mailing cards. Place materials in a mailbox or take them to the Post Office.

4. SERVICE SUSPENSION:

If any of the above guidelines are repeatedly violated, the user's service may be suspended.

Suspension Procedure:

1. Service staff will discuss the violation(s) with the user.
2. A warning letter will be sent to the user that summarizes the discussion and the violation(s). The user will have an opportunity to reply within 10 business days.
3. If guideline violations continue, a second warning letter will be sent, citing the earlier warning letter and listing examples of subsequent violations. The service can be suspended for up to six months. A specific date to reinstate service will be included in this letter. The user will have an opportunity to reply within 10 business days.
4. When service is reinstated, a letter will be sent notifying the user of reinstatement of service and reminding the user that further documented violations will result in another suspension of service.